

**Site Visit Programmatic Questions  
Neighborhood House – July 17, 2015**

**1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Programs have been steady.

**2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.  
Total of 38 unduplicated mothers, 335 services provided.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2014-15 Work Plan? If so, in what way and for what reasons?  
Numbers have been adjusted slightly over last year's work plan. Case management has increased in numbers while group numbers for Baby Talks program have not.

**3. Fiscal Review**

- Review of the 2012-14 expenditures spreadsheet
- Have you or do you intend to revise your 2014-15 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed. Yes their financial review did take place.  
The fiscal review has taken place with no significant findings.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed. N/A

**4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form.

**5. 2014-16 Evaluation** (availability of items below depend on date of site visit)

- Your 2013-14 Evaluation Report Summary will be discussed.

Neighborhood has an in house evaluation staff member who assists with the planning and implementing of the evaluation plan. Last year they received a '12' (Highest score available) on their evaluation summary. They will once again look at evaluating their nutrition education program.

- Your 2014-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.

**6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

**7. Provide Updates**

- Have you made any changes to your application Face Sheet data? Yes and noted.
- Do you want to revise your website posting? No

**8. Issues specific to this grantee**

Neighborhood House staff had several questions that were discussed.

1. Gift incentives and clarity on the types of gifts that can be purchased and utilized by a grantee.
2. Car seat updates and training were discussed.
3. Field trip parameter for grantees – what is accepted for a PA grantee?
4. Counting fathers as participants in the group presentations was discussed. Fathers can be counted if there is a separate program for them and they are partner of the women being served.

**9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

A tour of the facility was provided.

**10. How can MDH be more supportive of your program?**

It was suggested that MDH could improve on its link to car seat information on the PA web pages.

One staff member suggested that MDH could make available those PA resources that are available for one another to share resources with.

Future funding was also discussed along with the new Maternal Well Being Grant that is recently offered through MDH.

**11. Other?**

Neighborhood house is seeing their case management program increasing and their group programs have lower attendance according to the work plan numbers. New work plan numbers were submitted for the last fiscal year of the grant. The agency is looking at using a

comprehensive approach to clients to be able to better equip them to thrive as young adults. They are currently using the KIPS, "Parents as Teachers" evidence based curriculum to specifically use in case management and groups for teen parents. The entire staff working in this area is in the process of being trained.